



## AccessAbility Services Personal Care Attendant Guideline and Procedure

### *General Guideline:*

AccessAbility Services (AAS) engages in an interactive process with each student and reviews requests for the use of a Personal Care Attendant (PCA) on an individualized, case-by-case basis. A Personal Care Attendant (PCA) is defined as a person who provides personal care/assistance to normal life functions for a student with a documented disability.

Western Connecticut State University (WCSU) makes every effort to reasonably accommodate documented students with disabilities; however, the responsibilities of securing PCA's lie with the student. Under the Americans with Disability Act, colleges and universities are under no obligation to provide such services to students. The University does not provide, assume coordination, or financial responsibilities for personal attendant services.

In order to request to use a PCA in the classroom or within Housing & Residence Life, students must provide AAS with documentation regarding their disability and role of the personal attendant and/or personal assistant. In consultation with the student, the Director of AAS will review the documentation. For classroom requests, the decision will be made by the Director of AAS in communication with the student. For Housing & Residence Life, the Director of AAS will review the documentation and present the request to the Housing Accommodations Review Committee. Applications for housing accommodations for returning students must be submitted by April 1<sup>st</sup> and for new students by June 1<sup>st</sup>. The Housing Accommodation Review Committee will review housing requests in April for returning students and in June for new students. Housing accommodation requests received and reviewed after the deadlines will be based on housing occupancy/availability at that time.

### *Procedure for Requesting to have a Personal Care Attendant:*

- ❖ New students must complete and submit to AAS an **Accommodation Intake Form**
- ❖ Student requesting to use a PCA in Housing & Residence Life must complete and submit to AAS a **Housing Accommodation Request Form** (both available at AAS or online at [www.wcsu.edu/accessibility](http://www.wcsu.edu/accessibility)).
  - Students engaging in the housing accommodation request process are also required to complete any applications for Housing & Residence Life.
  - Students will be required to comply with any Housing & Residence Life deadlines and requirements (i.e., housing application, room deposit, health vaccines etc.) prior to their accommodation request being reviewed.
- ❖ Submit disability documentation consistent with AAS established documentation guidelines as well as information indicating their need for a personal attendant/assistant.
- ❖ Once appropriate information is received, AAS will contact the student to discuss the request.
- ❖ All housing accommodation requests are reviewed by a Housing Accommodations Review Committee comprised of: AccessAbility Services, Housing & Residence Life, Health Service and Counseling Center. The committee will review the request and the student will be contacted through WCSU email with appropriate next steps.
- ❖ Housing accommodation approvals are valid for the requested year; students must request housing accommodations each year through a **Housing Accommodation Request Form**. Additional documentation or a documentation update may be requested.

- ❖ Housing & Residence Life require students to complete a **Housing Intent Form** between the fall and spring semester. Students approved for housing accommodations who plan to remain in the same room, should indicate this on their intent form. Students looking to request new housing accommodations will need to complete a new **Housing Accommodation Request Form** and provide any necessary supporting documentation to AAS.

#### Student Roles & Responsibilities:

- ❖ Complete the **Accommodation Intake Form**
- ❖ Complete the **Housing Accommodation Request Form** if requesting PCA in housing
- ❖ Secure an agency-affiliated or private, certified PCA prior to attending any college-related activity.
- ❖ Direct the activities of the PCA while at WCSU. The student is solely responsible for ensuring the PCA is fulfilling his/her responsibilities for the student's care whether daily or periodically. WCSU will not assume responsibility for the PCA or his/her failure to fulfill the contracted responsibilities.
- ❖ Pay for all PCA services, including but not limited to housing and meal plans (if living on campus).
- ❖ If requesting PCA in housing, provide authorization for each individual PCA to obtain access to your building and room through a **PCA Building and Room Access Authorization Form**.
- ❖ Ensure that each individual PCA, or private, certified PCA registers with Housing and Residence Life through a **Building Access Agreement**.

#### Personal Attendant/Assistant Roles & Responsibilities:

- ❖ Follow all WCSU policies, rules, regulations, and procedures. A PCA found in violation of University policies will be removed from campus immediately regardless of the contractual arrangement the PCA has with the student.
- ❖ Complete background check with WCSU Human Resources to obtain access to the students building and room (if residential student).
- ❖ Complete a **Building Access Agreement** with Housing and Residence Life to obtain access to the students building and room (if residential student).
- ❖ Assist the student before and after class but wait outside the classroom (unless deemed appropriate by documentation and approved by AAS).
- ❖ Allow the student to take responsibility for his/her own progress or behavior.
- ❖ Refrain from contact with or asking questions of faculty, staff, or others on behalf of the student.
- ❖ Refrain from intervening in conversations between the student and faculty, staff or other students.
- ❖ Refrain from providing answers or assistance with quizzes, tests, and in-class assignments. In addition, they should not participate in class discussions or lectures. They are not responsible for the student's academic progress.
- ❖ Abide by WCSU's Student Code of Conduct.

Any questions regarding the personal care attendant guideline and procedure should be directed to Elisabeth Morel, Director, at 203-837-8225 (voice), 203-837-3235 (TTY), or via e-mail at [morele@wcsu.edu](mailto:morele@wcsu.edu).